

## 77-427<sup>Q&As</sup>

Excel 2013 Expert Part One

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**QUESTION 1**

You work as an Office Assistant for Peach Tree Inc. Your responsibility includes creating sales incentive report of all sales managers for every quarter. You are using Microsoft Excel to create a worksheet for preparing the report. You have inserted the sales figures of all sales managers as shown in the image given below:

You have to calculate the first quarter incentives for all sales managers. The incentive percentage (provided in cell B3) is fixed for all sales managers. The incentive will be calculated on their total first quarter sales. You have to write a formula in the cell F8. Then you will drag the cell border to the cell F12 to copy the formula to all the cells from F8 to F12. In the first step, you select the F8 cell. Which of the following formulas will you insert to accomplish the task?

- A. =andB3/100 \* E8
- B. =B3/100 \* E8
- C. =B3/100 \* andEand8
- D. =\$B\$3/100 \* E8
- E. =B3/100 \* \$E\$8

Correct Answer: D

In order to accomplish the task, you will have to insert the following formula:

=B\$3/100 \* E8

According to the question, the formula will be inserted in cell F8 and then the cell's border will be dragged to the F12 cell. Furthermore, the incentive percentage is fixed for all sales managers

and the value is provided in the cell B3. You will have to insert a formula that refers to the B3 cell as an absolute reference. For this you will have to type currency symbol (\$) before the row

name and column number. In order to accomplish the task, type the following formula in the cell F8:

=B\$3/100 \* E8

When absolute reference is used for referencing a cell in a formula, dragging cell's border to another cell does not change the cell's reference. Answer options B and E are incorrect. This formula references the B3 cell as a relative reference.

After inserting the formula, when the cell's border is dragged, it will change the cell reference relatively.

Answer options A and C are incorrect. Ampersand symbol (and) is not used for referencing cells in Excel.

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**QUESTION 2**

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You observe that while trying to look up or match a lookup\_value within an array, Excel is not able to recognize the matching value. Which of the following are the reasons that are causing the above problem?

Each correct answer represents a complete solution. Choose all that apply.

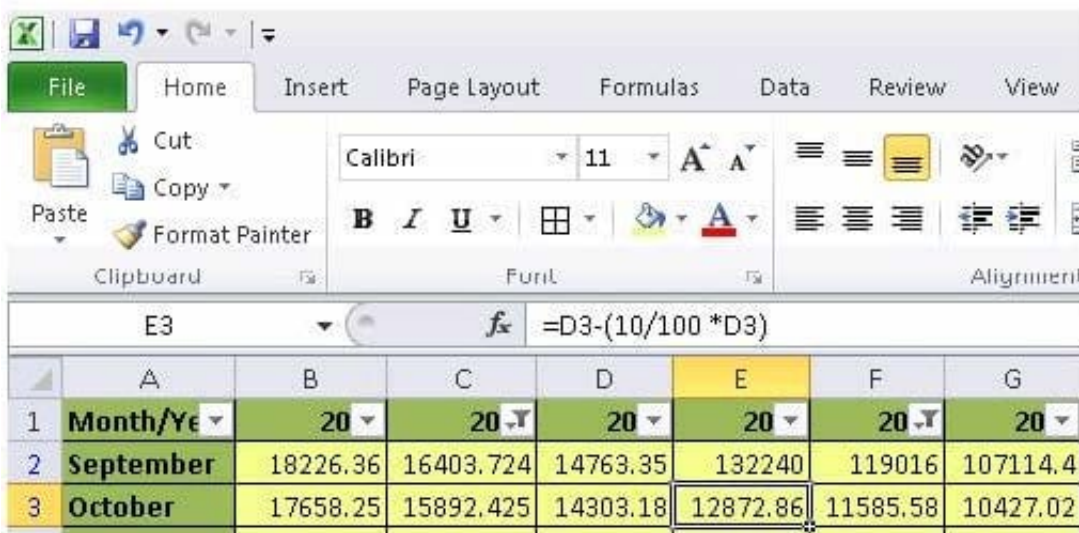
- A. The lookup\_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.
- B. The contents of the cells that are being compared may have different data types.
- C. Excel is trying to reference an invalid cell.
- D. You are inserting a new column, next to a column that is already formatted as text.

Correct Answer: AB

The Failure to Look Up Values in Excel error occurs when a user gets an unexpected error while trying to look up or match a lookup\_value within an array and Excel is not able to recognize the matching value. If the lookup\_value or the array the user is searching resides in a cell, the user can have unseen spaces at the start or end of that cell. This will create the situation where the contents of the two cells that the user is comparing look the same but extra spaces in one of the cells cause the cells to have slightly different content. The other reason is that the contents of the cells that are being compared may have different data types. Answer option C is incorrect. The Lookup Function Won't Copy Down to Other Rows error occurs when a user uses a function in one cell and it works perfectly but when he attempts to copy the function down to other rows, he gets the #REF error. The #REF! error arises when Excel tries to reference an invalid cell. This error occurs if the user has referenced an entire worksheet by clicking on the grey square at the top left of the worksheet. For Excel, this reference range is 1 to 1048576. Since the references are Relative References, Excel automatically increases the row references when this cell is copied down to other rows in the spreadsheet. Answer option D is incorrect. The Excel Won't Calculate My Function error occurs when a user types in a function and presses Enter, the cell shows the function as the user typed it, instead of returning the function's value. The reason that causes this problem is that the cells containing the formula are formatted as 'text' instead of the 'General' type. This happens when the user inserts a new column, next to a column that is already formatted as text due to which the new column inherits the formatting of the adjacent column.

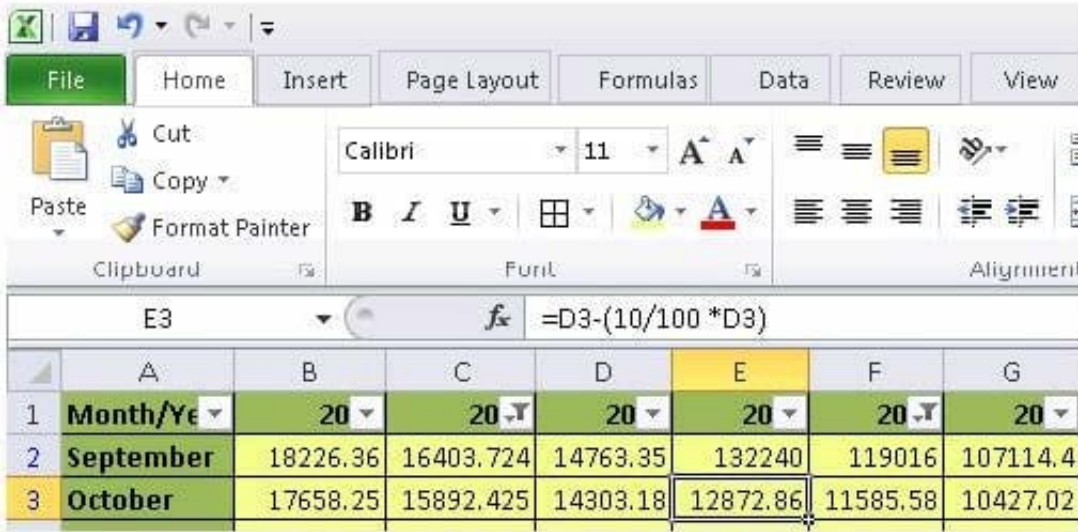
### QUESTION 3

You work as a technician in Tech Perfect Inc. The Network Administrator of the company installs the Microsoft Excel 2013 application on the network. You open the application and see various changes in Excel 2013. You have to open an existing worksheet through the application. You are unable to find the Office button.

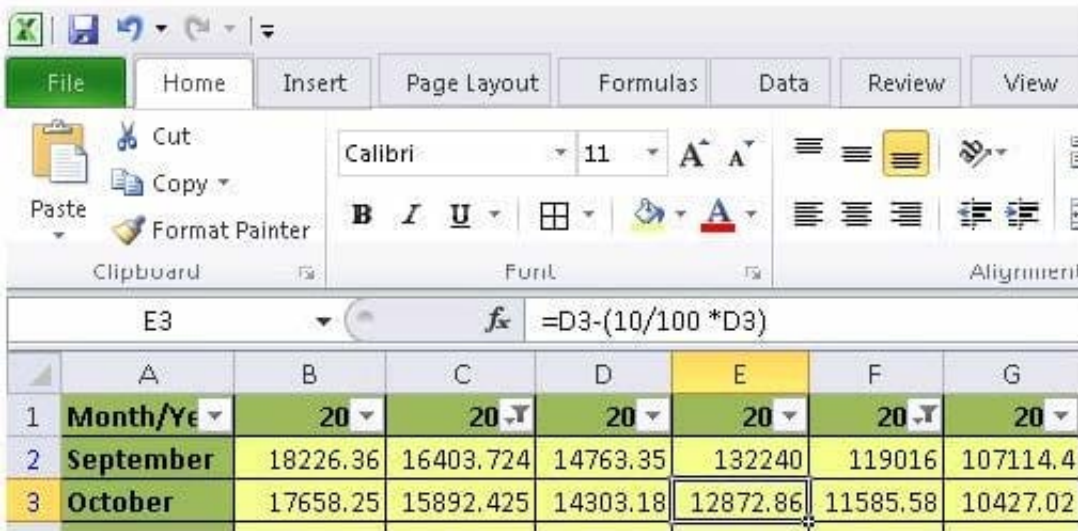


Mark the option that you will click to accomplish the task.

Hot Area:



Correct Answer:



You will have to click File button to accomplish the task. Clicking the File button will open the full- screen Backstage View of the sheet.

### QUESTION 4

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in

Microsoft Excel 2013. You want to export XML data to your Excel 2013 worksheet. On exporting the XML data, the following error message appears:

"XML MAPS IN MY WORKBOOK ARE NOT EXPORTABLE"

Which of the following are the reasons that are causing the above error? Each correct answer represents a complete solution. Choose all that apply.

- A. The maxoccurs attribute is not equal to 1.
- B. The relationship of the mapped element with other elements is not preserved.
- C. The element is a recursive structure.
- D. The XML map associated with this XML table contains one or more required elements that are not mapped to the XML table.

Correct Answer: AB

The various issues with exporting XML data are as follows:

1.

MAP CAN BE EXPORTED BUT SOME REQUIRED ELEMENTS ARE NOT MAPPED:

This error occurs under the following situations:

The XML map associated with this XML table contains one or more required elements that are not mapped to the XML table. The element is a recursive structure. The XML table contains a variety of mixed content.

2.

EXCEL CANNOT SAVE THE WORKBOOK BECAUSE IT DOES NOT CONTAIN ANY XML MAPPINGS: Excel cannot save the user's workbook in the XML Data file unless one or more mapped ranges are created.

3.

XML MAPS IN MY WORKBOOK ARE NOT EXPORTABLE: An XML mapping cannot be exported if the relationship of the mapped element with other elements is not preserved due to the following reasons:

The mapped element's schema definition is contained within a sequence with the following attributes:

The maxoccurs attribute is not equal to 1.

The sequence has more than one direct child element defined or has an extra compositor as a direct child.

Nonrepeating sibling elements with the same repeating parent element are mapped to dissimilar XML tables.

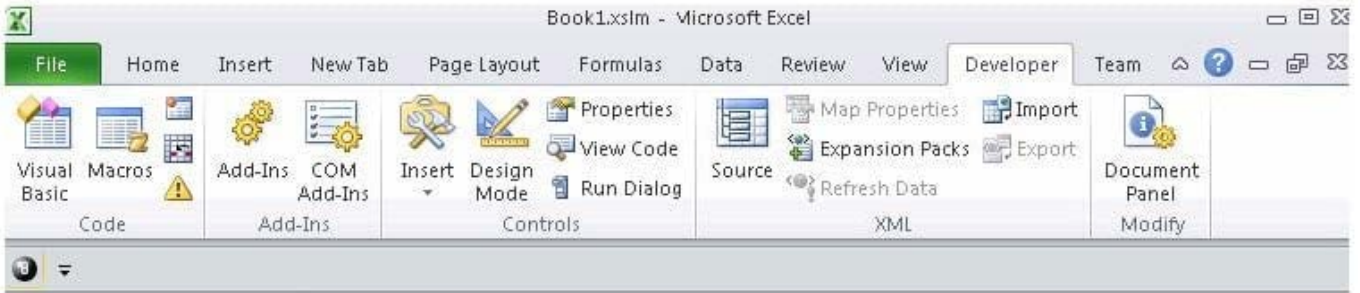
Various repeating elements are mapped to the same XML table and the recurrence is not defined by an ancestor element.

Child elements from various parents are mapped to the same XML table. XML schema constructs a list of lists, denormalized data, or a choice construct.

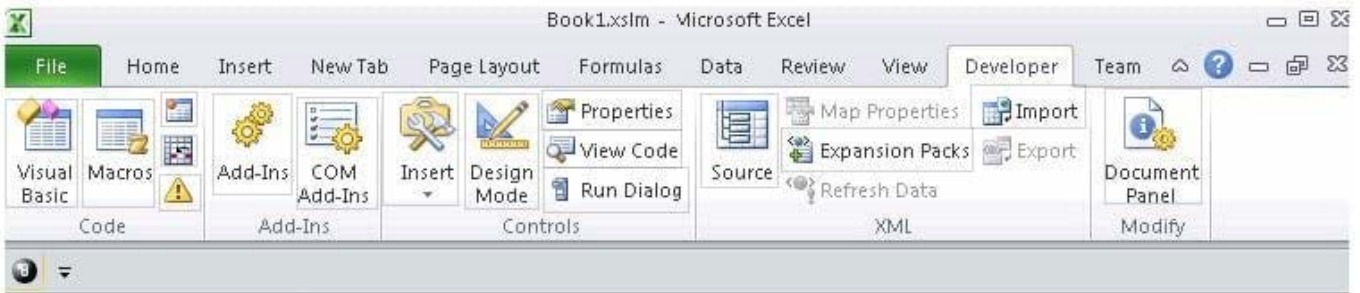
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## QUESTION 5

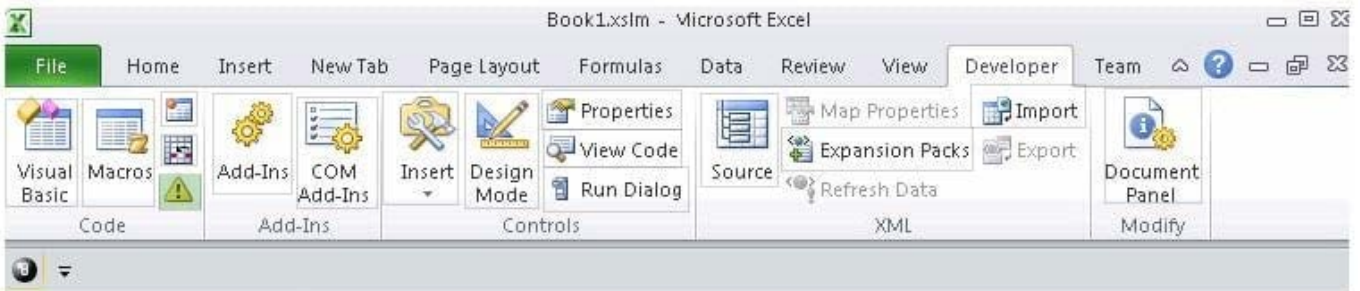
You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You want to create a VBA procedure for the open event of a workbook. You are required to set the security level temporarily for enabling all macros. Mark the option that you will choose first to accomplish the task.



Hot Area:



Correct Answer:



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